Learning Teamwork Basics

1. What to do to get the task accomplished and the team members’ satisfaction high?

To get the best work done everyone should participate, voice their ideas and opinions and be open to other ways to do things. There should also be structure to the group; deadlines, work reviews, etc.

1. As a team, select two cases out of the four mentioned in Handling Difficult Behavior. (use your own words and your own content)
2. Work Norms:

-How will work be distributed?

Work will be distributed according to priority, skills and interest.

-Who will set deadlines?

The group leader.

-What happens if someone doesn't follow through on his/her commitment (for example, misses a deadline)?

The group leader will speak to them, and if they do not change their behavior immediately we will tell the professor.

-How will the work be reviewed?

The entire group will do an initial review then the leader will do a final review before the work is submitted.

-What happens if people have different opinions about the quality of the work?

People with different opinions about the quality of work can engage in a meaningful discussion and come to a compromise.

-What happens if people have different work habits (e.g., some people like to get assignments done right away; others work better with the pressure of a deadline)

It doesn't matter when the work was done as long as it is done well by the deadline.

1. Facilitator Norms:

-Will you use a facilitator?

Yes

-How will the facilitator be chosen?

The leader will be the facilitator.

-Will you rotate the position?

Yes

-What are the responsibilities of the facilitator?

To make sure the work is done efficiently with contribution from all members.

1. Communication Norms:

-When should communication takes place and through what medium?

Mobile communication anytime through slack and email.

1. Meeting Norms:

-What is everyone's schedule?

-Should one person be responsible for coordinating meetings?

Yes.

-Do people have a preference for when meetings are held?

Yes.

-Where is a good place to hold meetings?

The library

-What happens if people are late to a meeting?

If a person is late more than once then the group leader will speak with them privately and ask that they show up on time.

-What happens if a group member misses a meeting?

If this happens more than once then the group leader should speak to them privately.

-What if he/ she misses several meetings?

If a member misses more than one meeting after being spoken to by the group leader, the professor will be informed.

1. Consideration norms:

-Can people eat at meetings? smoke?

Team members can do whatever is permissible in the library during the meetings.

-What happens if someone is dominating the discussion?

Another member, preferably the leader, will try to subtly redirect the conversation. If this does not work, the team leader will speak to them.

-How can norms be changed if someone is not comfortable with what is going on in the team?

They can approach the leader privately or share their concerns with the group so that their problem is solved.

1. When making decisions, If the team is having trouble reaching consensus, what should you do?(use your own words and your own context)

All ideas can be compared for strengths and weaknesses until a compromise is reached. If there is still trouble, the group can vote on the ideas.

1. What should you do if a person may reach a decision more quickly than others and

pressure people to move on before it is a good idea to do so?

A group members should politely ask to slow down and revisit the discussion.

1. What happens if most people on the team want to get an “A” on the assignment, but

another person decides that a “B” will be acceptable?

The group should aim for the highest possible grade.